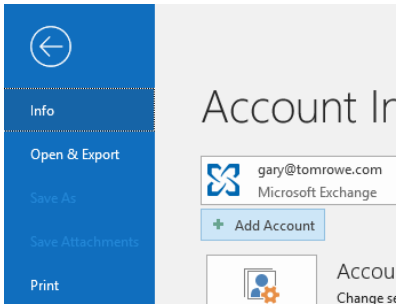




**Exchange Mailbox  
Setup Instructions for:**

**Outlook 2016**

Open Outlook 2016, then click "File", then click the "Add Account" button:



Type in the email address and click the checkbox to setup your account manually, then click "Connect":

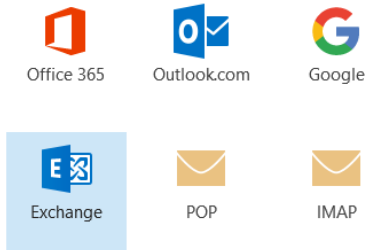
## Welcome to Outlook

Enter an email address to add your account.

A screenshot of the 'Add Account' dialog box. The email address 'gary@tomrowe.com' is entered in the text field. Below the field is an 'Advanced options' section with a checkbox labeled 'Let me set up my account manually' which is checked. A blue 'Connect' button is positioned below the checkbox.

Click the "Exchange" button:

## Choose account type



Enter the password for the account, then click "Connect":

Enter the password for gary@equipmentlocator.com

A screenshot of the password entry screen. It features a text input field with a masked password '\*\*\*\*\*' and a blue 'Connect' button below it.

Click "OK":

Adding gary@tomrowe.com

Account setup is complete

OK

Set up Outlook Mobile on my phone, too